

**Title I Committee of Practitioners Meeting
Wednesday, May 15, 2019**

**1:00 – 3:00 pm
Collette Education Resource Center
35 Commerce Way, Suite 1, Dover DE 19904
Conference Room A**

MEETING MINUTES TEMPLATE 05.15.2019

ATTENDANCE

- | | |
|----------------------------|----------------------------|
| ✓ Matthew Burrows, Ed.D. | ✓ John W. Marinucci, Ed.D. |
| ✓ Eulinda Gallagher | ✓ Mark Phelps |
| ✓ Donna Hall | ✓ Robert Bennett |
| ✓ Yvonne Johnson | ✓ Michael Rodriguez |
| ✓ Sister LaVerne King, RSM | ✓ Philip Keefer |
| ✓ Emily Klein | ✓ June Sudler |

WELCOME & INTRODUCTIONS

Meeting opened at 1:07 pm by Chair Matthew Burrows.

Approval of Minutes

Motion was made by Yvonne Johnson and Seconded by Emily Klein to accept minutes as read with a correction to the overview of proposed budget for EL/Low income students' presentation to reflect discussions were made at length about the opportunity grant funding and the populations that are affected.

Committee to Finalize By-Laws Revisions

A draft of the By-Laws were handed out at the meeting for review and approval. Emily Klein requested term limits for committee members under Section 2:2. However, the by-laws already reflect that 'members will serve a minimum of one year with the option to renew at the expiration of the first term'. Emily also recommended Co-Chair responsibilities be clarified under Section 3:1. The committee approved the addition to section 3:1, "Co-Chair duties as assigned by the Chair or in the absence of the Chair". There were also questions about term limits for the Chair. However, the Chair is selected during the annual Superintendent Chiefs' meeting and COP had no say in the matter.

Matthew offered a motion to accept the by-laws as mended and Emily seconded. The COP by-laws were approved as amended.

Federal Monitoring Overhaul Presentation

Phil Keefer presented the eGrants Monitoring Tool Background and Summary of Features. In 2014, DDOE transitioned to eGrants, a comprehensive grant management system that allowed

administration to manage and measure effectiveness of statewide education dollars. The eGrants system was originally developed by HMB, Inc. and is now implemented in fifteen states.

Each year DDOE performs cross monitoring by visiting selected LEAs. Districts are chosen once every five years and Charter Schools every three years. These monitoring visits take huge amounts of planning and travel time, and are very stressful for both the LEAs and the relatively new program manager staff.

HMB now offers a Monitoring Application inside of eGrants. This new module allow SEAs to easily monitor charter schools and districts to ensure and document compliance with federal and state regulations.

Current protocols are organized by Federal Program (Title 1, II, III, IV, Equitable Services, and General Fiscal) and have over 100 line items and pieces of acceptable evidence. The process is on where DDOE asks for documentation of compliance items that are redundant, or that DDOE already has. By organizing and combining the protocol items in a difference manner, the new system greatly reduces that requirement to just over fifty line items and approximately forty up-loadable evidence items. The new module allows DDOE to collect all monitoring documents and information in one place; includes flexible workflow to clearly capture submissions and review milestones; enables the DDOE reviewers to complete a series of on-screen checkboxes to complete their monitoring review and add comments; allows SEA reviewers to make notes on individual items as they review the instrument; SEA staff are automatically notified so they can review new content and work toward closing out the monitoring instrument.

The eGrants' new Monitoring Module is the final piece in the system's end-to-end management of the planning and grant lifecycle.

The case was made to engage parents prior to the start of the school year. Phil explained there will be quarterly checks and trainings with pilot schools and status from LEAs about whether it is working or not.

Monitoring is only for the title programs right now, not CTE or IDEA. CSI and ITE is now included and can be easily uploaded.

Eulinda shared a concern about needing resources for CGA development. Bob responded with a discussion about how monitoring would ultimately provide more targeted assistance. The monitoring piece is only one part of the vision for how our workgroup will be moving forward. He also shared the beginning of the Family and Community engagement toolkit as well as discussing what other toolkits would be worked on in the near future.

Parent & Family Engagement Discussion

Parent & Family Engagement was covered under the Monitoring Tool.

Yvonne mentioned a grant that was given to the states, however Delaware did not apply of the grant. Phil asked Yvonne to send him information about the grant for him to review.

Develop Meeting Calendar of 2019-2020 SY

The committee agreed on three (3) meetings during the 2019-2020 school year: Tuesday, October 8th, Tuesday, January 7th, and Monday, March 31st. All meetings times will be 1:00 – 3:00 pm. Tuesday, May 5th 1-3 pm will be a weather contingency date for March 31st.

The committee suggested some agenda items for next school year:

Monitoring updates

Parent engagement updates

Suggestions for guest speakers from the schools that are utilizing the monitoring tool

CGA speaker- how CGA works

ESSA updates

Glossary of terms

Maternity leave and the impact on academic success/use of substitutes

ADJOURNMENT

Motion made to adjourn meeting at 2:12 pm.

DRAFT